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Library Trustees Minutes 06-12-2000

Robbins Library Board of Trustees Meeting
June 12, 2000

Call to Order

Chairperson Patricia Deal called the meeting to order at 7:30 PM. Attending were trustees David Castiglioni, Katharine Lawrence, Barbara Muldoon, Joyce Radochia and Susan Ruderman. Also attending were library director, Maryellen Loud and assistant library director, Cindy Diminture.

Approval of minutes

The board approved the minutes of the May 11th meeting, as written.

Communications

1. Ms. Loud received an e-mail message from the town's webmaster, Bob Sprague, inquiring as to whether the trustees would like to join other town boards in having the minutes of their meetings posted on the town web site. After some discussion, including concerns about electronic accessibility of trust fund information, Ms. Radochia made a motion to forward the Trustee meeting minutes to the town's web site (town.Arlington.ma.us). Seconded by Ms. Ruderman. Passed, with one abstention (Ms. Muldoon).

2. A message was posted to a town listserv from a patron who was upset that the library was closed on Saturday of Memorial Day weekend, as well as the lack of notification regarding the closing. The library has been closed on this Saturday during the previous ten years. However, this issue prompted discussion of the town voice mail service, web site notification of closings, etc. Ms. Loud reiterated that the Robbins Library plans to create its own web page with a link to the town's site. This will allow staff to more easily update information. In the interim, they will keep Bob Sprague apprised of changes. Ms. Muldoon suggested that the Trustees set the calendar and vote on holiday closings once each year. Other trustees agreed that this would help in scheduling. It will probably be voted on at the August meeting. Additional discussion took place about whether someone should be answering questions and comments posed on the listserv. The consensus was that comments and questions should be directed to the library administration.

Election of Officers

The nominating committee proposed the following slate:

Chair – Patricia Deal Vice Chair – Joyce Radochia
Trust Fund Liaison – Barbara Muldoon Russell Fund Liaison – David Castiglioni
Recording secretary – Cindy Diminture (Assistant Director)

Ms. Ruderman moved to accept the slate. Seconded by Mr. Castiglioni. Unanimous.

Russell Fund Budget

Mr. Castiglioni gave an accounting through May 31st. There are approximately \$2600 in outstanding bills awaiting approval, leaving \$400 in the FY2000 budget. Still to be paid from this is the coordinator's salary. The Russell Fund proposal for FY2001 was presented and discussed. There will not be an "all encompassing" theme this year, but rather many programs and materials in support of Arlington's school curricula. The largest proposed change would be the elimination of the spring fair. The Children's Dept. staff believes that this is no longer a "special" event in town and that many similar activities compete for children's time. It is very time and labor intensive. Ms. Ruderman expressed concern about the fair's elimination, citing it as a "highlight" of the Russell Fund and a cross-age activity. Mr. Castiglioni made a motion to approve the proposed Russell Fund budget for FY2001 in the amount of \$30,000, broken down as proposed by Marianne Uttam and Judy Paradis. Seconded by Ms. Lawrence. Ms. Ruderman opposed. Motion passed.

Logo Design

Ms. Ruderman talked again to designer Karen Roehr who agreed to provide a logo design, letterhead stationery/envelopes, business cards for staff and camera-ready copy in paper and on disk for a fee of \$2,000. The amount of \$1500 had already been allocated from the Symmes Aesthetic fund. Ms. Muldoon motioned to raise the additional \$500 from that fund. Motion passed. Ms. Roehr will meet with a design committee of Kathy Lawrence, Susan Ruderman, Maryellen Loud and another staff member to be named. Ms. Loud will question town counsel about the necessity of a formal contract with Ms. Roehr.

Author Program

Kathy Lawrence reported on her meeting with Kate Mattes of Kate's Mystery book store. Ms. Mattes gave the following suggestions of authors for a mystery author panel for the Trustees program on October 29th: Dennis Lehane, Katherine Hall Page, Cynthia Peale (Nancy Zaroulis), John Sedgewick, Aaron Elkins, with Rosemary Herbert as a potential moderator. Invitations will be issued, and forwarded by Kate, to the authors with the hope that three/four of them will respond affirmatively. A budget of \$1,000 has been allocated. Trustees directed Ms. Lawrence to discuss honoraria once authors accept the invitation to speak.

Preliminary review of Trustee/Administrative goals/objectives for FY2001

FY2000 goals were reviewed. Ms. Deal suggested that the Trustees re-read these thoroughly at home prior to the August meeting, at which time they will be discussed fully. Ms. Loud outlined items to be worked on by Administration:

- Improve shelving rate by hiring additional junior pages

- Keep up with technology advances, including creation of a library web page

- Address declining book circulation

- Improve public relations efforts

- Examine staff workloads

Print Collection

Discussion was deferred because Nancy Gentile has not had much time recently to devote to the print project. Data loggers will be installed in August by the Board of Library Commissioners to measure temperature and humidity in the Print Room.

Director's Report

Trustees were interested in details of the Adult Summer Reading program. There were many compliments on the Spring/Summer newsletter designed by Eileen Messina.

Other

- Per a request by Nancy Gentile, Ms. Muldoon made a motion to allocate \$275 from the Print Fund to employ Melissa Gridley for an additional 40 hours this summer. Seconded by Ms. Ruderman. Unanimous.

- Pat Deal noted that the Trustees had forwarded a donation of \$60 to Arlington Pop Warner Football/Cheerleading in memory of Teresa Dooley.

Next meeting/Adjournment

The next meeting of the Board will be held on Tuesday, August 22nd at 7:30 PM. The meeting was adjourned at 9:50 PM.